
Memorandum For General Proposal Configurations and/or Additions

TO: Vendors with a current valid proposal for General RFP # 3253 for Consulting Services

FROM: David L. Litchlitter

DATE: June 3, 2002

SUBJECT: Project #33887 for Lotus Notes consulting services to provide ad hoc assistance in support of the Mississippi Department of Information Technology Services' Web Application and LAN Leaders (WALL) Team

The Mississippi Department of Information Technology Services (ITS) is seeking the services described below. Our records indicate that your company currently has a valid proposal on file at ITS in response to General RFP #3253 for Consulting Services. Our preliminary review of this proposal indicates that your company offers services that are appropriate to the requirements of this project. Therefore, we are requesting your configuration assistance for the components described below. Please submit a written response for the requested services.

The Information Systems Services (ISS) Division of ITS provides consulting support for local area networks (LAN) and web and application development. Consultants on the ISS WALL Team are assigned both internal projects for ITS and external projects for other state agencies. There are currently 20+ technology consultants on the team, including several co-op students.

The team is divided into two groups based on areas of expertise. The first group focuses on application development. The application developers maintain existing systems and web sites, in addition to designing and implementing new systems and web sites. Emphasis for new projects is placed on web-enabled applications.

The second group, the Network Support Team, is responsible for maintaining the ITS LAN and providing technical support for approximately 130 workstations that reside on the ITS LAN. The Network Support Team also maintains local area networks for other state agencies.

ITS is requesting the services of an individual(s) with experience in Lotus Notes to supplement the WALL staff available for providing support for Lotus Notes infrastructure and applications for ITS as well as outside state agencies. The immediate needs are (1) to work with an ISS Technology Consultant assigned to a state agency to develop and implement a security module within Notes allowing the user agency to administer user codes and passwords within a secure environment and track application access by user; (2) to assist and/or develop a Notes template to aid in the development of future Notes web sites, incorporating a content management feature; (3) to assist ISS Technology Consultants with developing a PDA interface for access and management of an agency's Notes database; (4) to provide ad hoc phone support for Notes developers; and (5) to provide Notes web development expertise, as well as serve in a mentoring capacity for members of the WALL Team.

Vendors will be allowed to submit up to two individuals. The intent of this LOC is to award a not-to-exceed number of hours to 1 or more individuals to perform Lotus Notes consulting on an as needed basis. Projects will be assigned on a case-by-case basis.

1. SPECIFICATIONS

- 1.1 The estimated contract start date will be July 1, 2002.
- 1.2 The contract period for this assignment will be from date of contract signature through June 30, 2003. At the end of the initial contract period, ITS reserves the right to negotiate additional one year terms.
- 1.3 ITS does not have an estimated number of hours for this project and therefore would like to establish a pool of hours, with a not-to-exceed budget for fiscal year 03. ITS will work with the individual(s) in scheduling projects on an as-needed basis. ITS anticipates being able to give the individual(s) a minimum of one week's notice of impending projects. ITS will not guarantee a minimum number of hours.
- 1.4 Individual(s) will be required to work on-site at ITS located at 301 North Lamar Street, Jackson, Mississippi and/or at other state agencies located within the Jackson Metro area.
- 1.5 Individual(s) proposed must have working experience in the following:

	Skill Set	Experience
	Lotus Notes Skills:	
1.5.1	Notes R5 Administration	Min. 2 yrs
1.5.2	Notes Application Development	Min. 3 yrs
1.5.3	Web Application Development	Min. 1 yr
	Preferred Skills:	
1.5.4	Classroom teaching experience in Notes Administration & Development	

- 1.6 Individual(s) may be required to attend an on-site interview at ITS. All costs associated with the on-site interview will be the responsibility of the vendor.
- 1.7 Work schedules will be coordinated with a designated ITS employee.
- 1.8 ITS reserves the right to award to one or more individuals from one or more vendors. It is not a requirement that all individuals awarded be proposed by the same vendor. A vendor's proposal will not be eliminated if they propose only one individual. However, a vendor's proposal may be eliminated if they propose more than two individuals.

- 1.9 A telephone number must be included for each individual proposed so they can be contacted for a telephone interview. We will work with the vendor to set up a date and time for the interview; however, we must be able to contact the individual directly.
- 1.10 An Experience Questionnaire must be completed and submitted with vendor's response for each individual proposed. A copy of the Experience Questionnaire is attached. The information provided in the Experience Questionnaire must meet the minimum length of time per specification. Individuals who do not meet the minimum specifications required may be eliminated from consideration.
- 1.11 A copy of the individual(s) resume must be included. Proposals received without resumes may be eliminated from consideration. However, ITS will not use a resume to add experience to the Experience Questionnaire. The Experience Questionnaire must certify the amount of experience in months and the applicable specification(s) met by each project.
- 1.12 The State will use the following items to evaluate the lowest and best responder.
 - 1.12.1 Cost
 - 1.12.2 References
 - 1.12.3 Experience
 - 1.12.4 Interview
 - 1.12.5 Value Add

2. INSTRUCTIONS TO SUBMIT COST INFORMATION

Please use the attached CP-6: General RFP Information Form to provide cost information. Follow the instructions on the form. Incomplete forms will not be processed.

3. DELIVERY INSTRUCTIONS

Vendor must deliver their response to Colin Sterling at ITS by Wednesday, June 12, 2002 by 3:00 P.M. (Central Time). Responses may be delivered by hand, via mail or by fax. Fax number is (601) 354-6016. ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF PROPOSALS. It is solely the responsibility of the vendor that proposals reach ITS on time. Vendors should contact Colin Sterling to verify the receipt of their proposals. Proposals received after the deadline will be rejected.

If you have any questions concerning this request, please e-mail Colin Sterling of ITS at csterling@its.state.ms.us.

Enclosure: CP-6: General RFP Information Form
Experience Questionnaire

CP-6: GENERAL RFP INFORMATION FORM - 3253

Please submit the **ITS** requested information response under your general proposal #3253 using the following format.

Fax your completed form back to 601-354-6016 addressed to the Technology Consultant listed on the fax cover sheet. If the necessary information is not included, your response cannot be considered.

ITS Technology Consultant Name: Colin Sterling **RFP#** 3253
Company Name: _____ **Date:** _____
Contact Name: _____ **Phone Number:** _____

FUNCTION	INDIVIDUAL NAME	HOURLY RATE**	INDIVIDUAL'S DIRECT TELEPHONE #
Individual 1			
Individual 2			

Other requirements as detailed in the Letter of Configuration.

****If Vendor travel is necessary to meet the requirements of the LOC, Vendor should propose fully loaded costs including travel.**

EXPERIENCE QUESTIONNAIRE – Joe Smoe – Individual 1

The information provided below will be used to calculate experience points and to contact references. If one project included more than one specification, you can reference the specifications in one table (See below for example). The information provided below must meet the minimum length of time per specification. References provided must be from a Notes environment.

Specification	1.3.1, 1.3.2, 1.3.4 , 1.3.5, 1.3.6
Entity	ABC Company
Supervisor's Name	Joe Smoe
Supervisor's Title	Head Honcho
Supervisor's Telephone #	555-555-5555
Supervisor's E-Mail Address	jsmoe@abccompany.com
Length of Project	May 1999 – May 2000 (12 months)
Brief Description of Project	The ABC project allows bankers to share information on-line pertaining to individuals credit reports

Specification	1.4.1.1, 1.4.1.2, 1.4.7, 1.4.9
Entity	ABC Company
Supervisor's Name	Joe Smoe
Supervisor's Title	Head Honcho
Supervisor's Telephone #	555-555-5555
Supervisor's E-Mail Address	jsmoe@abccompany.com
Length of Project	May 1999 – May 2000 (12 months)
Brief Description of Project	The ABC project allows bankers to share information on-line pertaining to individuals credit reports

Specification	1.4.2.1, 1.4.2.3
Entity	ABC Company
Supervisor's Name	Joe Smoe
Supervisor's Title	Head Honcho
Supervisor's Telephone #	555-555-5555
Supervisor's E-Mail Address	jsmoe@abccompany.com
Length of Project	May 1999 – May 2000 (12 months)
Brief Description of Project	The ABC project allows bankers to share information on-line pertaining to individuals credit reports